

**TRUSTEES' REPORT FOR THE YEAR  
ENDED 31<sup>st</sup> March 2021**

**KONGOLESE CENTRE FOR INFORMATION AND ADVICE**

Annual Report & Financial Statements for 2020/2021



The Management Committee of Kongolese Centre for Information & Advice  
present their Annual Report for year ended 31<sup>st</sup> March 2021

## ***Foreword***

I have the privilege to be chairing Kongolese Centre for Information & Advice (KCIA), the position I have held for consecutive terms. As a person and active member of the organisation, I always carry a good testimony about Kongolese Centre services provision and also about people and refugee families who are continuously benefiting directly and indirectly from its services. Their comments, surveys and feedbacks to us said it all and I am personally proud to be part of this success and thanks to you funders, volunteers, staffs and users.

As KCIA entered the 2020-21 financial year, our Trustees Board, Staffs and Volunteers Team looked positively and optimistically to the year ahead.

Well, 2020-21 didn't quite pan out as expected, the COVID-19 pandemic took hold in March 2020, disrupting every aspect of the KCIA's operations. It disproportionately endangered the welfare and health of refugees and people seeking asylum and threatened our very existence as an organisation.

Eighteen months later as I write this, we are not yet out of the woods – but I am proud to report that the KCIA has not just survived, but thrived. Amazingly, we are as strong and as financially robust as we have ever been, and are providing welfare services provision during COVID -19 pandemic (more food, housing, employment, immigration, education, health and legal services) than we have ever done before. And, working with the wider sector, our strategic advocacy and mobilisation is more prominent than ever.

How did we get to this position?

It would have been easier to scale-down impacted operations and deliver services remotely to try and protect ourselves. However, in an environment of unprecedented need from the people that we serve, we decided this was not consistent with our values and therefore, not an option. As a Board and management team, we made a strategic choice to double down on our mission, purpose, and values – to achieve success by being constant to our purpose. We adapted, we innovated, we collaborated, and we supported our targeted community groups and partners.

As we had hoped, our Funders, our Staffs, Volunteers, and Beneficiaries whom we support backed us unwaveringly through adversity and we cannot thank them enough. The Trustees Board continues to hold a positive long-term view of the future and sees great opportunities for the KCIA to grow our impact for the benefit of the refugee communities that we serve.

My congratulation to Kongolese Centre's staffs and volunteers who worked hardly to make such an impact to the needs identified in our communities. I appreciate mostly the friendships among the trustees that also made our participation more enjoyable.

I would like to thank all the trustees and funders who had contributed to the Kongolese Centre success.

Thank you and God Bless

**Mr Kanwar Bhan**



**The Chairperson**

## KONGOLESE CENTRE FOR INFORMATION & ADVICE INTRODUCTION AND PRESENTATION

Kongolese Centre for Information & Advice was established in May 2000 but formalised in May 2001 to cater for the needs of the Black African French & Lingala speaking refugee and asylum seekers communities in Westminster in particular and in Great London in general. It uses the name "Kongolese" as opposed to "Congolese" to highlight the historical links between the communities from the once Kingdom of Kongo, which is now divided up in the Democratic Republic of Congo, the Republic of Congo and the Republic of Angola. It also covers people from Rwanda. Most Black African refugee communities in Westminster cater for English and Arabic speaking people with no other provider in the borough able to cater for the needs of the Kongolese communities.

Kongolese Centre is a Community Legal Services and the Office of the Immigration Services Commissioner centre providing **Free** general advice on **Immigration, Housing Rights at Level 1 & 2** and representation for Welfare issues experienced by refugees and asylum seekers from the above communities in particular and all the refugee groups in general. It is a charitable organisation registered under charity number 1090079.

### SUMMARY OF OUR OBJECTIVES

- To improve social life of Kongolese refugee groups
- To promote social justice, equality of opportunities
- To promote personal development of its members, welfare of individuals and refugee groups.

### Vision

K.C.I.A vision is:

- To oppose and challenge discrimination and the denial of human rights against Refugees and Asylum Seekers.
- To support Kongolese refugee and their families by the provision of better quality services and
- To provide effective services to all who seek refuge in Westminster Borough.

### Our Mission Statement

*"the protection and  
preservation of Kongolese refugees and asylum seeker's  
health,  
by the provision of free advice, information, guidance  
and  
a translation service".*

## Project Coordinator's Report

The year 2020 was for Kongolese Centre for Information & Advice as for most organisations, a year of challenge. The global COVID – 19 Pandemic was significant and it forced many plans to be radically altered. The organisation's Staffs, Volunteers, Trustees board and Users responded with great generosity and they showed remarkable resilience in the face of these challenges.

We were blessed to be supported through the COVID – 19 Pandemic enabling the organisation to retain staffs and dedicated volunteers. **Westminster Amalgamated Charity, African Health Policy Network, City Bridge Trust, London Community Foundation** and **Charity Aid Foundation** provided important funds for COVID – 19 emergency relief and to support around 145 Kongolese Elderly people living within Westminster with cooked & fresh foods.

As an information and advice services provider, Kongolese Centre had responded to the needs of the vulnerable targeted community groups by approaching those whom are isolated and excluded from mainstream society and keened to find ways to represent and advocate for them and also support their ability to look after themselves.

Many of our volunteers had to cease their usual activities, as they were considered vulnerable because of their age. However, a large number of wonderful new volunteers offered their services, enabling such initiatives as food delivery team to the vulnerable local elderly Kongolese people, delivering cooked and fresh foods at their door's steps and Care homes.

Many generous local individuals and groups including pastors, schools, religious congregations and many faith-based groups made donations of food and other basic goods, anti – bacteria wipes and while a number of funders also provided ongoing generous financial support under **London Response Fund** and **Covid – 19 National Emergencies Trust**. These contributions, together with wonderfully creative and dedicated efforts of our staff, trustees and volunteers enabled the organisation (KCIA) to support our clients through the difficult months from March 2020 onward. Many services, such as Case-work support moved mainly to phone and virtual consultations, though some face-to-face support was still available, especially for clients with special needs.

### Delivering positive Beneficiaries' outcomes

During the year 2020, we developed a new strategic plan to drive the organisation's activities through to 2024. We have three (3) key aims when we think about outcomes for our beneficiaries, all centred around a belief that if we empower people, they will be better placed to meet their own needs in the future through:

- 1. Increase wellbeing :** Reduce risk from crises like eviction, debt, homelessness or abuse, which reduces anxiety and improves circumstances.
- 2. Enable Independence:** Knowledge empowers beneficiaries to understand their situation better. They are more able to address their issues, learning how to avoid problems in future.
- 3. Improve Stability:** Stability in income, housing and immigration status enables beneficiaries to move forward on firm foundations

### **Delivering positive Beneficiaries' outcomes**

We deliver these strategic outcomes through the provision of free, expert, independent advice.

**Advice and support:** We offer advice and support through drop in and appointment sessions, by telephone and in community venues, where a conversation with an adviser can help beneficiaries create a plan of action to turn problems around.

**Timely interventions:** We aim to work with beneficiaries at an early stage to prevent problems from becoming crises.

**Understanding complexity:** We understand that problems are often complex and interrelated, so we work with our targeted community groups to identify root causes and take the right actions, in the right order, to find a resolution.

**Focused expertise:** We take action on behalf of beneficiaries, but only where our position and experience will help achieve a better outcome – for example, in translations and in advice & guidance on welfare rights issues.

**Speaking the right language:** We offer services in French, Portuguese, English and Lingala (and use external interpreters for other languages) so that any individual can understand and take action on their problems.

**Partnership working:** We work in partnership with other voluntary and public organisations to provide services and widen our impact in the community. Our significant partnerships with local voluntary & statutory organisations continued and our advocacy efforts continued despite the challenges posed by the necessity of holding most meetings remotely. The upside of this was the opportunity to share our message with many people using webinar technology.

I am once more privileged to offer sincere thanks, on behalf of all Kongolese Centre staffs, volunteers, trustees and users, to each person and group supporting us. Without you Kongolese Centre for Information & Advice (KCIA) could not continue to carry out its mission to accompany, serve and advocate for those who are so sadly marginalised in our community. Remembering Jesus Christ's promise that whatever we do for those in need we do for Him, I am sure that you, our supporters, volunteers and staff will be richly rewarded.

Peter Nsumbu



Project Coordinator

### **SPECIAL ACKNOWLEDGEMENTS**



The Kongolese Trustees are grateful for all kind of help and support extended to the organisation and community groups that we serve during Covid – 19 onward, which has made it possible for us to reach our present stage of development and to deliver on such a record. In particular, we are very grateful to our main funders during the years:

- ***Westminster Amalgamated Charity,***
- ***John Lyon's Charity,***
- ***Trust for London,***
- ***And City Bridge Trust***

August 2021

<b>Legal And Administrative Information</b>
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The Full Name of the Charity:

**Kongolese Centre for Information & Advice.**

The Governing Document:

**The Constitution.**

Registered charity number:

**1090079**

**The Principal Office Of The Organisation Is**

Bangladesh Centre,

19 Samford Street

London, NW8 8ER

Telephone: 02038445858

Email: kongolesecentre@hotmail.com

Website: [www.kcia.org.uk](http://www.kcia.org.uk)

**Solicitors**

Community Law Clinic

Solicitors

71 Chamberlayne Road

Kensal Rise, London NW10 3ND

Tel: 02089644222 Fax: 02089644224

**Banker**

NatWest Bank

Harrow Town Centre

315 Station Road

Harrow, Middlesex

HA1 2AD

**Accountant**

Turknak & Co Ltd, Chartered Management Accountants

26 Vicarage Way, Neasden

London NW10 0NA

Tel: 02089644222

**STAFFS**

Peter Nsumbu, **Project Coordinator**

Denham Thompson, **Community Welfare Advice Officer**

**Volunteer**

Mr Kiondo Wilkins

Mrs Floresse Lembe

Mr Martin Kandu

Ms Mireille Matumpa

Mr Sighi Tucker

Mr Manuel Varela

<b>Trustees &amp; Members Of The Management Committee</b> <b>As At 31<sup>st</sup> March 2021</b>
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Mr Kanwar Bhan	Chair
Mr Christian Carlton	Vice Chair
Mrs Annmarie Espaine	Treasurer
Ms Katia Andrade	Secretary
Mrs Essiya Muzumu	1 <sup>st</sup> Advisor
Mrs Jeanne Boketshu	2 <sup>nd</sup> Advisor
Miss Silvie Rose	Member
Miss Rose Vita	Member

<b>Subcommittees As At 31<sup>st</sup> March 2021</b>
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**The Executive Committee**

-Mr Kanwar Bhan                      -Ms Katia Andrade                      -Mrs Jeanne Boketsu

**The Project And Finance Sub Committee**

-Mrs Annmarie Espaine      -Mr Christian Carlton                      -Mrs Essiya Muzumu

**The Fund Raising Sub Committee**

-Miss Silvie Roase                      -Miss Rose Vita

**Financial Statement**

The Board of Trustees are satisfied with the performance of the charity during the year and the position at 31 March 2021 and consider that the charity is in a position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

It is the policy of the trustees that reserves to cover four months operating costs plus potential redundancy liabilities be built as soon as is practically possible. The minimum reserves will be two months operating costs.

**Fundraising Strategy**

The Board of Trustees have established a Funding and Finance Strategy Committee who develop and monitor the progress of their fundraising strategy. It is the aim of the Kongolese Centre to meet its funding needs through several funding bodies. Our community fundraising committee works hard to maintain the funding stream through donations from trustees, local businesses, local authorities, lotteries and charities.

Approved by the management committee on: 6<sup>th</sup> August 2021

And signed on its behalf by:

**Mr Christian Carlton,**



The Vice - Chair

## **Independent Examiner's Report**

I report on the Accounts of Kongolese Centre for Information & Advice for the year ending 31<sup>st</sup> March 2021.

## **Respective responsibilities of the Management Committee and Examiner**

The Management Committee of **Kongolese Centre for Information & Advice** is responsible for the preparation of the accounts. The Management Committee considers that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under section 43(3Xa) of the 1993 Act);
- To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43(7)(b) of the 1993 Act); and
- To state whether particular matters have come to my attention

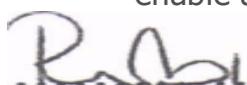
## **Basis of the Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the Organisation and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

## **Independent Examiner's Statements**

In connection with the examination, no matter has come to my attention:

- 1) Which gives me reasonable cause to believe that in any material respect the requirement:
  - to keep accounting records in accordance with section 41 of the 1993 Act: and
  - to prepare accounts which accord with accounting records and comply with the accounting requirements of the 1993 Act have not been met; or
- 2) To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



**Turknak & Co, Chartered Management Accountants**

26 Vicarage Way, Neasden, London NW10 0NA Tel: 0208 450 0804

**Statement of Financial Activities (including income & expenditure account)  
For the year ended 31<sup>st</sup> March 2021**

<b>Income and expenditure</b>	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Fund 2021</b>	<b>Total Fund 2020</b>	<b>Note</b>
<b>Income Sources</b>					
Trust For London		£20,000	£20,000	£15,000	
Westminster Amalgamated Charity		£5,054	£5,054	£5,054	
John Lyon Charity		£15,000	£15,000	£4,000	
City Bridge Trust		£28,700	£28,700	£10,000	
London Community Foundation		£10,000	£10,000	-	
African Health Policy Network		£10,000	£10,000	-	
Charity Aid Foundation (CAF)	£3,870	£4,700	£4,700	£4,700	
KCIA Trustees Yearly Contribution				£3,840	2
Westminster Small Funds				£2,500	
BBC Children in Need				£6,420	
Octavia Foundation	£2,040			£4,542	
Reserve Cash in the bank				£3,528	
<b>Total Income</b>	<b>£5,910</b>	<b>£93,454</b>	<b>£99,364</b>	<b>£59,684</b>	
<b>Expenditure on Charitable activities</b>			<b>Total 2021</b>	<b>Total 2020</b>	
Volunteers Costs		£1,720	£1,720	£1,410	
Advertising & promotion		£1,500	£1,500	£1,500	
Equipment		£930	£930	£320	3
Travel		£1,040	£1,040	£305	
Telecom		£287	£287	£246	
Rent & Rates		£5,120	£5,120	£4,700	
Postage		£192	£192	£154	
Sundries		£46	£46	£128	
Refreshments	£235	-	£235	£440	
Outings & workshops		£13,080	£13,080	£4,590	
Office Supplies	£620	-	£620	£236	
Insurances	£525	-	£525	£498	
Bank Charges		£222	£222	£194	
<b>Total</b>	<b>£1,380</b>	<b>£24,137</b>	<b>£25,517</b>	<b>£15,171</b>	
<b>Staff Costs and</b>			<b>Total 2021</b>	<b>Total 2020</b>	
Wages and Salaries		£58,420	£58,420	£34,850	
Inland Revenue		£5,564	£5,564	£4,387	
Employer pension contributions		£2,731	£2,731	-	
Accounting & independent examination		£1,650	£1,650	£1,050	
<b>Total</b>	<b>£1,380</b>	<b>£68,365</b>	<b>£69,745</b>	<b>£40,287</b>	
<b>Total Expenditure Costs</b>	<b>£1,380</b>	<b>£92,502</b>	<b>£93,882</b>	<b>£55,458</b>	

## Statement of Financial Activities

<b>EXCESS OF RECEIPTS OVER</b>	<b>17</b>
<b>BALANCE @ 31 MARCH 2020</b>	<b>£3,628</b>
<b>BALANCE @ 31 MARCH 2021</b>	<b>£11,290</b>

## NOTES TO THE ACCOUNTS

### 1. Accounting Policies:

- a) The accounts have been prepared in accordance with applicable accounting standards and follow the recommendations in Statement of Recommended Practice: Accounting by Charities (SORP) issued October 1995
- b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received. Gifts in kind are valued at their estimated value to the charity and included under the appropriate headings
- c) Intangible income is valued and included in income to extent that it represents goods or services, such as volunteer time; the accounts do not include them.
- d) Grants including grants for the purchase of fixed assets are recognised in full in the Statement of Financially Activities in the year in which they are received.
- e) Fund – raising expenditure comprises all costs incurred including people or organisations to contribute financially to the charity’s work.
- f) Administration expenditure comprises all costs incurred in running the charity, which cannot directly be allocated to the charity’s projects or fund-raising.
- g) Restricted funds are to be used for specified purpose as laid down by the donor. Expenditure, which meets these criteria, is identified to the fund.
- h) Unrestricted funds are donations and other income received or generated for the objects of the charity without further specified purpose and is available as general funds.
- i) Tangible fixed assets are stated at cost less depreciated. Depreciation is provided at rates calculated to write off fixed assets; less their estimated residual vale, over their expected useful lives on the following basis:

**Fixtures & Fitting – 25% straight line**

**Computer & Equipment – 25% straight line**

Fixed Assets are only capitalised if their value is above £100.00 and have a life of more than one year

## Notes to the Accounts

<b>2. Tangibles Fixed Assets:</b>		<b>2020</b>
<b>Costs</b>		<b>£</b>
At 1 <sup>st</sup> April 2020	<i>Computer /Equipment / Furniture</i>	4,398
Additions	<i>Computer and Office Equipment</i>	930
At 31 <sup>st</sup> March 2021		5,328
<b>Depreciation</b>		
Charge to date		-
Charge for the year		<u>646</u>
<b>NET BOOK VALUE</b>		<b><u>3,752</u></b>
<b>3. Liabilities: amount falling due within one year</b>		<b>2021</b>
		<b>£</b>
Staff Pension		<u>2,731</u>
London Weighting		<u>1,466</u>
		<b><u>4,197</u></b>

## Kongolese Centre for Information & Advise Balance Sheet

As at 31 <sup>st</sup> March 2021	<b>Note</b>	<b>£</b>
<b>Fixed Assets Tangible Assets</b>	2	<b><u>3,840</u></b>
Current Assets		11,290
Debtors & Bank		<u>7,450</u>
<b>Current Liability</b>	3	930
(Amount falling due within one year)		
<b>Funds</b>		<b>£</b>
Unrestricted		4,012

Restricted	7,278
	<u>11,290</u>
<b>Net Current Assets:</b>	<u>8,380</u>
<b>Net Assets:</b>	<u>2,910</u>

Approved by the Management Committee on...6<sup>th</sup> August 2021.....

Signed on behalf of the trustees by:



Mr Kanwar Bhan  
**The Chair**